 Independent Verification & Validation Program	Work Instruction for Applying Funding	IVV 07-1 Version: B Effective Date: May 17, 2013
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AUTHORITY		DATE
Jeffrey Northey (original signature on file)	IMS Manager	05/17/2013
Kaci Reynolds (original signature on file)	Process Owner	03/28/2013

REFERENCE DOCUMENTS	
Document	Title
IVV QM	NASA IV&V Quality Manual
IVV 06-1	Work Instruction for Completing a Purchase Request

If any process in this document conflicts with any document in NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any reference document external to NODIS shall be monitored by the Process Owner for current versioning.

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1.0 Purpose

The purpose of this work instruction (WI) is to establish a consistent method for allocating and distributing G&A funds within the NASA IV&V Program.

2.0 Scope


This WI applies to the receipt, allocation, and distribution of NASA IV&V G&A funding.

3.0 Definitions and Acronyms

Official NASA IV&V roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this WI (if any) are defined below.

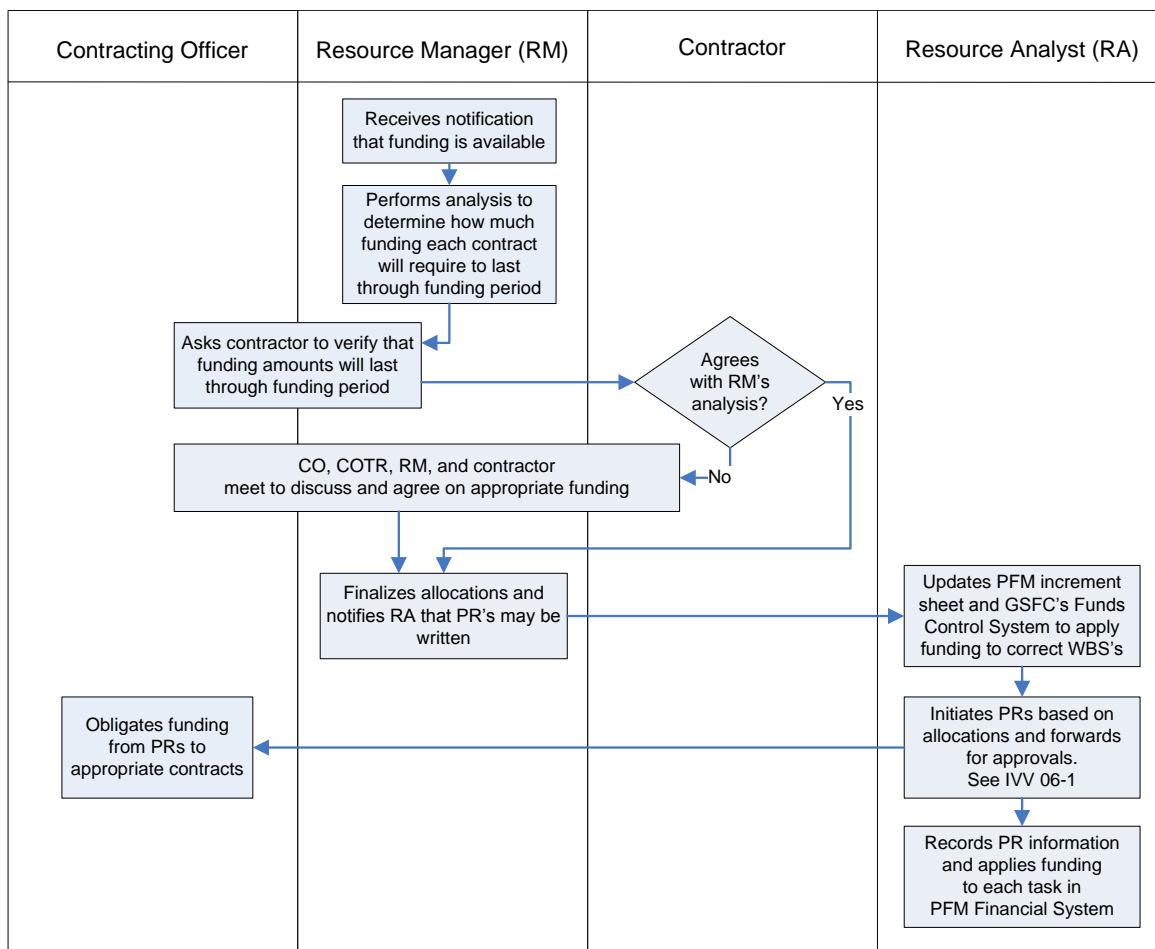
3.1 Acronyms

CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
CR	Continuing Resolution
G&A	General & Administrative
GSFC	Goddard Space Flight Center
IMS	NASA IV&V Management System
IVVO	IV&V Office
NODIS	NASA Online Directives Information System
NPR	NASA Procedural Requirements
PFM	Program Financial Management
PR	Purchase Request
PSO	Program Support Office
QM	Quality Manual
RA	Resource Analyst
RM	Resource Manager
SCO	Strategic Communications Office
WI	Work Instruction
WVU	West Virginia University


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4.0 Process Flow Diagram

The following diagram depicts processes described in this document, and the responsibilities and actions that shall be performed by process participants. Any information supplemental to the depicted process will appear after the diagram.



To initiate the funding process, the Resource Manager receives notification that funding is available for allocation. The RM then performs analysis using the actuals to date, plans from baselines, contract accruals and input from leads to determine how much funding is required for each contract to operate through the funding period. Under CRs with limited funding, the RM may question whether baseline funds are actually needed for the CR period.

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Next, the Contracting Officer or RM sends these funding levels to the contractors to find out how long the funding will last. If the contractors' estimates do not match the estimates of the RM, the RM, contractor, COTR, and other appropriate representatives will meet to discuss and agree upon an appropriate level of funding. Once agreement is reached or if the contractors' estimates match those of the RM, the RM will finalize the allocation sheet and notify the Resource Analyst that PRs may be written to fund contracts.

The RA updates PFM's increment sheet to apply funding to the correct WBSs based on the contract-level allocation developed by the RM. The increment sheet serves as a check to make sure that all of the allocations made in the allocation sheet are accounted for and map properly to our budget (for example: WVU is allocated \$500K, but some of this money is for IVVO tools purchases, some for SCO purchases, and the rest for PSO. The increment sheet ties all of this together). The RA updates allocation levels in GSFC's Funds Control System to apply funding to the correct buckets using the allocations in the increment sheet. The RA initiates PRs for the amounts agreed upon by the contractors and RM and forwards the PRs for approvals. The RA records the information for each PR and applies funding to each task in the PFM Financial System. Once the PRs are fully approved, the Contracting Officer will obligate funds to the appropriate contracts.

5.0 Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Metrics Program.

6.0 Records

There are no records associated with this WI.



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VERSION HISTORY

Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release		Keenan Bowens	02/23/2012
A	Updated to increase clarity and accuracy		Tara Perdue	10/01/2012
B	Align the roles with the QM definition updates	For consistency between PFM SLPs and WIs	Tara Perdue	05/17/2013

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<http://ims.ivv.nasa.gov> to verify that this is the correct version before use